



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION

For

PRISON INDUSTRIES SUPERINTENDENT I (METAL PRODUCTS)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT I (METAL PRODUCTS) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: OPERATIONS

LOCATION: CALIFORNIA STATE PRISON SOLANO

**POSITION TITLE: PRISON INDUSTRIES SUPERINTENDENT I
(METAL PRODUCTS)**

SALARY RANGE: \$4025 - \$4850

FINAL FILING DATE: SEPTEMBER 5, 2006

*****IF YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR THIS POSITION, WHICH HAD FINAL FILING DATES OF MARCH 31 AND MAY 19, 2006, YOU DO NOT NEED TO SUBMIT ANOTHER APPLICATION***.**

DUTIES/RESPONSIBILITIES

Under direction of the Prison Industries Superintendent II (Metal Products), the Prison Industries Superintendent I (Metal Products) is responsible for the operation of a factory manufacturing various metal products. These include new prison furniture, institutional beds, lockers, mess hall tables, and specialized CALTRANS products. In the performance of these duties, the incumbent supervises eight supervisors and approximately 140 Level III inmate workers.

MAJOR DUTIES OF THE POSITION INCLUDE

Assist in supervising the Metal Fabrication enterprise in the manufacture of metal products; assist in planning and scheduling of labor, material, and equipment for production using the Manufacturing and Accounting Planning System (MAPS); share responsibility for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, and personnel development; and supervise and evaluate staff performance in the implementation of the Inmate Employability Program (IEP) ensuring program requirements are accomplished on a timely basis.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications by the final filing date in order to participate in this examination:

Either I

One year of experience in the California State service performing the duties of an Industrial Supervisor, Prison Industries (Metal Fabrication), in a Prison Industry Authority metal enterprise or trade.

Or II

Three years of production experience in a metal products enterprise or trade, at least one year of which shall have been in a supervising capacity.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyman; blueprint reading and shop math.

KNOWLEDGE AND ABILITIES

Knowledge of: (with particular reference to metal products) (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management and supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: (with particular reference to metal products) (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) read and write English at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SCREENING CRITERIA

1. Demonstrated experience with production planning, scheduling labor, and material procurement.
2. Demonstrated experience in quality control and safety practices.
3. Demonstrated experience in training, counseling, and supervising staff and/or inmates.
4. Experience reading blueprints.

DESIRABLE QUALIFICATIONS

1. Experience working in a correctional institution.
2. General knowledge of computer graphics and use of Microsoft Word & Excel.
3. Demonstrated knowledge of the Inmate Employability Program.
4. General knowledge of the Injury and Illness Prevention Program.
5. General knowledge of the department's sexual harassment policy.
6. General knowledge of the State procurement process.
7. General knowledge of production scheduling, cost accounting, inventory control, and planning system.
8. Experience in manufacturing a product from purchasing raw materials through shipping a completed order.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin will be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, screening criteria, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

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Submit applications to:

**PRISON INDUSTRY AUTHORITY
CALIFORNIA STATE PRISON SOLANO
2100 PEABODY ROAD
VACAVILLE, CA 95696
ATTN: TERRY MOORE**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax, Examination Services Unit at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922